



The Harefield Academy Sixth Form Guide 2020—2021





Welcome to the Sixth Form!

Introduction

Whether you are a brand new student to The Harefield Academy or just new to the Sixth Form, the Sixth Form Guide is designed to provide you with all the information that you need for the forthcoming academic year

Term Dates

Wednesday 2nd September 2020 to Friday 18th December 2020 - Autumn Term

Wednesday 2nd September - Inset Day 1: The Academy is closed to students.

Thursday 3rd September

- 11 – 12.30pm
 - Year 13 Students on site.
 - Please sign in from 11am.
 - Timetable collection
 - Head Student Announcements
 - Desks/lockers allocation
 - UCAS application overview
 - Day ends at 12.30pm
- 1pm – 3pm
 - Year 12 Students on site plus Head Students
 - Please sign in from 1pm.
 - Timetable collection
 - Desks/lockers allocation
 - Day ends at 3pm

Monday 7th September –

- All students on site. Sixth Form lessons commence.





Monday 26th October to Friday 30th October - October Half Term.

Term ends: Friday 18th December.

Monday 4th January 2021 to Wednesday 31st March 2021 - Spring Term

Monday 15th February to Friday 19th February - February Half term.

Term ends: Wednesday 31st March

Monday 19th April 2020 to Friday 23rd July 2020 - Summer Term

Monday 31st May to Friday 4th June -Half Term.

Term ends: Friday 23rd July.

Structure of the Day

There are two sessions to the day from September, all Sixth Form lessons are within session 2 with times as below:

Structure of Day	Start	End
Period 1	09:15	10:00
Period 2	10:00	10:45
Break	10:45	11:10
Period 3	11:10	11:55
Period 4	11:55	12:40
Lunch	12:40	13:00
Period 5	13:00	13:45
Period 6	13:45	14:30





Uniform and Appearance

As a member of the Sixth Form you have the privilege of wearing your own clothes rather than a uniform. As senior students within the school you are expected to provide a good example to younger students. You will be expected to take pride in your appearance and to dress appropriately for the working day e.g. no midriffs or bare shoulders on show.

ID badges must be worn at all times for safeguarding purposes.

The following are not permitted:

- **Hats/hoods up**
- **Flip flops, sliders or similar backless sandals, slippers**
- **Large exposed tattoos**





The Academy Building

Signing In/Out

All Sixth Form students must sign in/out using their ID card when they enter and exit the building. This is forms part of our safeguarding of all students and must be adhered to by all students.

Attendance on Site

During the period of Covid restrictions we will be asking Sixth Form students to be on site for their lesson times only. Students should arrive promptly for their lessons, signing in at reception, and should leave the site promptly after lessons ensuring that they sign out. Should students have 'trapped' time between lessons they will be permitted to use the Sixth Form room for study purposes only. Students must remain in the Sixth Form area at their allocated desk area for the duration of any trapped time. This will be kept under review and when restrictions are eased, we will return to the expectation of attendance for the entire day for all Sixth Form students. We will communicate any of these changes in advance.

The Library

There are textbooks and resources for Sixth Form subjects located in the Sixth Form area. Any requests for resources/books can be submitted and will be approved where possible.

The Café

The Café operates a cashless catering system and students can purchase food by topping up their funds on Parent Pay via the Parent Pay [link](#) at the top right hand corner on the website. Parent Pay login details will be forwarded in September. Please note that due to Covid restrictions the use of the kitchen facilities in the Sixth Form area are not currently permitted.





The Gym

The Academy's Gym facilities are available to all of The Harefield Academy Sixth Form students, provided that they attend in pairs. Due to Covid restrictions the gym facilities remain out of bounds until further notice.

Student Car Parking

We do have a number of Sixth Form spaces reserved in the car park for our students. In order to park in one of these spaces, you firstly must produce evidence of your insurance, by showing the Head of Sixth Form your Certificate of Insurance. Once you have produced this and given us the details of your car licence plate number, make, model and colour, we will then issue you with a parking permit for the car park which can be used all year. If you change your vehicle, please let us know so that we can update your permit. Due to Covid restrictions we would ask students who are using the car park not to park directly next to another car.





Sixth Form Life

Assemblies

Sixth Formers are expected to go to their Sixth Form Assembly, (you will be informed of when this is as it will form part of your timetable).

Student Support Programme (SSP) and Community Work

All Sixth Form students are expected to use some of their weekly study sessions to assist a teacher in the classroom as follows:

Three sessions per week for Year 12 students.

Two sessions per week for Year 13 students.

This is suspended during the current Covid restrictions but will be reinstated when safe to do so.

Work Experience

All Sixth Formers complete up to five days of work experience as part of their course. Year 12 A-level students complete their placement at the end of their first year. Students are expected to find their own placements. Students are also encouraged to participate in regular work experience opportunities, these can form part of your weekly timetable as long as approved and organised.

Head Students and Student Executive

The Sixth Form plays an integral role throughout The Academy, largely driven by the Head Students and Student Executive. We have two Head Students, two Deputy Head Students and 9 members of the Student Executive nominated and voted in each year. These students lead Academy events, provide tours, promote The Academy at wider community events and run programmes throughout The Academy.

Private Study

The purpose of private study is to provide students with ample opportunity for quiet independent study. It is essential that students adapt early in the year and use this environment effectively - it forms part of guided learning hours and promotes independent learning which is vital for engagement with the curriculum content. It is an excellent opportunity for students to read around subjects and carry out research. It is also a great chance for students to make staff aware of support they require in subjects and seek further guidance outside of lesson time. Students will be expected to complete a minimum of 5 hours of independent learning/work for each subject that they are studying.





Class Charts

The Academy uses Class Charts as an online learning platform where work is set and submitted. All students will be given access to the site and must ensure that they login to keep up to date with work set and any information/announcements related to their courses and Sixth Form.

Attendance and Punctuality

Students are expected to attend full time during normal school hours. If you are going to be absent you must call reception on **01895 822108** to let us know. Students are expected to have overall attendance of 97% or above. If attendance is below this, then attendance monitoring and interventions will take place.

Students are responsible for making sure that their own punctuality is maintained daily at the highest level. If you are going to be late, you are advised to call Reception on **01895 822108** to let us know. Persistent lateness will be sanctioned.

The Harefield Academy Absence Procedures:

If students are absent it is parent/carers' responsibility to:

- Contact us as soon as possible on the first day of absence (and each day thereafter) on The Academy absence line or by sending an email or text.
- Provide a note on the first day back with an explanation of the absence – you must do this even if you have already telephoned, emailed or texted us.

If students are absent we will:

- telephone, email or send an unexplained absence to you for each day of absence where we have received no communication, this will be logged on SIMS;
- contact home to discuss concerns and advise on improvement;
- invite parents/carers into the school to discuss the situation with the Head of Sixth Form if absences persist.

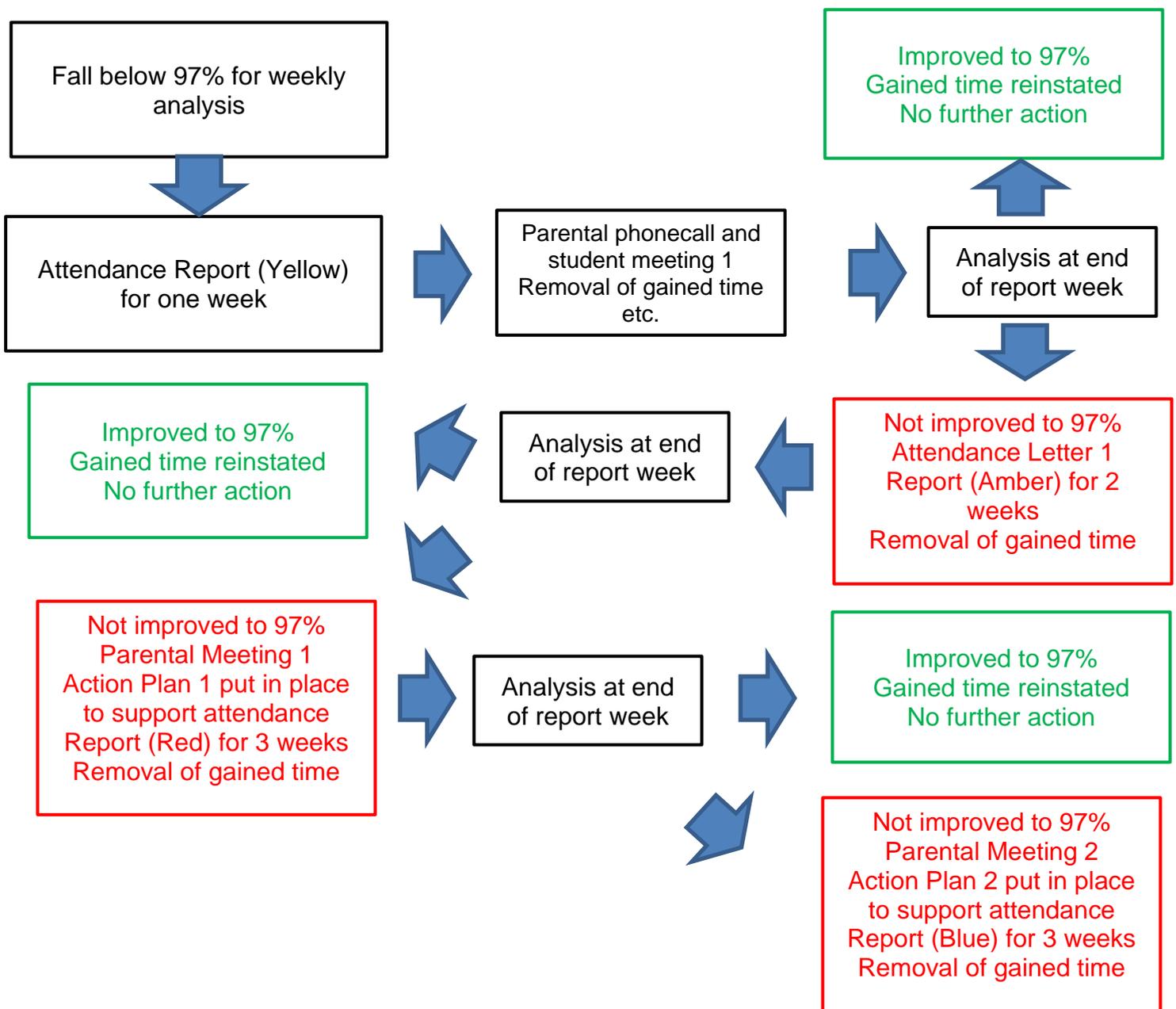




Sixth Form Attendance/Punctuality

- Attendance/punctuality analysis done weekly by Head of Sixth Form
- Expected standard is 97% for all students
- Concerns flagged following weekly monitoring
- Early intervention system used to limit decline in attendance
- Reports to follow weekly results

Attendance Issues Concerns Flow Chart





Exceptional Leave:

Taking holidays in term time will affect a student's learning as much as any other absence and we expect parents to help us by not taking students away in school time.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

1. It is widely known that the link between a student's attendance and attainment is irrefutable.
2. Evidence shows that a student with poor attendance achieves at least 1 grade lower in their GCEs.
3. Early poor attendance habits follow through into further education and employment.
4. Academic and vocational pathways will ask for attendance information for entry at college, university or apprenticeship schemes.
5. Graduates earn, on average, double that of young people that leave school with no qualifications.
6. All Hillingdon schools are encouraged to adopt a policy of not authorising Exceptional Leave.
7. Exceptional leave will always be refused when a student's attendance is less than 97%.
8. Exceptional leave will always be refused when school is aware of any truancy.
9. Exceptional leave will always be refused when requests are regular (annual) or when patterns become identifiable.





How to be a successful Sixth Former

Staff Responsibility	Student Responsibility
<ul style="list-style-type: none"> • A copy of course specifications or course descriptor. • Assessment procedures and coursework dates. • Coursework guidance with regular monitoring and feedback. • Access to copies of past examination papers. • Provide regular assessment opportunities. Mark, give feedback on student's work. • One-to-one reviews of progress. • A projected grade. • Work set to cover staff absence. • A class charts/google login to access online work • Parental and tutor discussion of coursework. • To provide a high quality of teaching , using a variety of techniques. • Where possible, complete your course early in order to allow for revision time. • Identify students that need careful monitoring and be proactive in giving them further assistance. 	<ul style="list-style-type: none"> • Excellent attendance and punctuality for lessons. • Maximum effort in lessons and on home study. • Taking responsibility for your studies, responding positively to staff feedback. • Practice doing past exam papers. • Take advantage of all assessment opportunities and complete to the best of your ability. • Asking for help when needed. • Discuss problems with staff before deadline dates for work. • Seeking help and advice from your tutor/Head of Sixth Form. • Using a class charts and google classroom to complete assigned work • Using the internet, textbooks, newspapers etc., to widen your knowledge and understanding. • Follow The Academy's Code of Conduct at all times. • Participate in Academy Life and events, take opportunities when given





Sixth Form Privileges

16+ Oyster Photocard Forms

Sixth Formers that are aged between 16-18 before the start of the academic year, live within a London Borough and are in full time education are eligible for a 16+ Oyster card. You can apply online at the TfL website. The Oyster card gives free travel on buses and trams. The photocard also allows you to travel at half-rate on Tube, tram, DLR, London Overground and some National Rail services and buy half-rate Travelcard season tickets.

NUS Extra Card

All Sixth Formers are entitled to apply for an NUS Extra card which gives students discounts in shops, restaurants etc. The NUS Extra card costs around £12 and therefore it is worth checking the website before you buy the card to see if the discounts it offers are ones that you would use. To apply go to - www.nus.org.uk and click on the **NUS Extra** link at the bottom of the Home page or go directly to cards.totum.com/join.

The form then needs to be completed (ask Miss King for help if needed) and send it to NUS with the photo and payment (the address is on the form). You can also apply online.

16-19 Bursary

The Harefield Academy is able to award financial and/or support to students who face genuine financial difficulties which present a barrier to their participation in sixth form studies. Awards from the 16-19 Bursary Fund are made entirely at the discretion of The Academy within set eligibility criteria. The Academy will decide the best way to support each student and this will be decided on an individual basis. Hardship and emergency payments are also available if a student's circumstances suddenly change.

Applications are available from the website or Miss King from September onwards and should be submitted with proof of the family's income. You should apply as early as possible to avoid the fund running out of money.

SEND Support

Any SEND requirements can be discussed through our SENDCo:

Mrs Monaghan

pmonaghan@theharefieldacademy.org





Post 16 Football Development Programme

The Post 16 Football Development Programme is for 16-18 year old students who want to secure an excellent education whilst receive high quality football coaching. Benefits for students on the programme include:

- Students train three times a week with an ex-professional football player and qualified UEFA B coach.
- Students have access to a fitness suite. Students have opportunities to play competitive matches each week in a range of leagues where this does not conflict with any existing club commitments.
- Graduates of the Post 16 Football Development Programme have successfully gone on to attend university, receive sports scholarships overseas and play semi-professional.
- Students can be facilitated in either level 3 BTEC Sport or a wide range of A-levels.
- The Programme is designed to replicate that of Academy training, providing an outstanding education while maintaining high performing training.
- Our teams play in a range of competitive leagues including British Colleges, English Schools, Tactic League and Middlesex at U18/U21.
- Students are offered the opportunity to go on a well-structured football tour. Recent tours have included Holland, Spain and Italy.

Further information can be found on our website www.theharefieldacademy.org where you can also submit an online application form.





Sixth Form Contact Details

Natalie King

Assistant Headteacher /Head of Sixth Form

Tel: 01895 822108

nking@theharefieldacademy.org

The Harefield Academy
Northwood Way
Harefield
Uxbridge
Middlesex
UB9 6ET

Tel: 01895 822108

Fax: 01895 822414



